



EXPERIENCED CORRECTIONAL OFFICER

Recruitment information

correctionscareers.nt.gov.au



\$20,000 relocation package for interstate ECOs (includes transport of a motor vehicle)



The role

Experienced Correctional Officers work as part of a team that is responsible for the safe, secure and humane management of prisoners.

Your responsibilities

- Supervising, monitoring and managing prisoners
- Employing appropriate security measures to ensure the safe custody of prisoners, including monitoring property and equipment, and conducting random searches for contraband
- Advising prisoners of their rights and responsibilities while in custody
- Ensuring prisoners maintain acceptable levels of hygiene and cleanliness by conducting regular cell inspections
- Assisting in determining a prisoner's rehabilitation plan and supporting their attendance
- Providing reports on prisoner rehabilitation, security, welfare and behaviour
- Undertaking escorts - transport and supervision of prisoners outside the correctional centre
- Preparing formal reports about incidents.
- Responding to emergencies, including prisoner conflict, injuries and medical crises
- Training to maintain currency of core qualifications.

Alice Springs retention bonus \$5,000



We're looking for

To meet the demands of the role of an Experienced Correctional Officer, we're looking for people who meet minimum experience criteria a Certificate III in Correctional Practice and integrity, maturity and life experience.

To be considered for this opportunity you must:

- Be an Australian or New Zealand citizen or a permanent resident of Australia. Applicants holding an appropriate valid Australian Visa with full work rights may be considered for fixed period contract whilst they await the outcome of their visa application
- Have employment as a Correctional Officer within the past two years
- Have a minimum of two years' experience working as a Correctional Officer.
- Certificate III in Correctional Practice or equivalent is essential
- Hold a full Northern Territory driver's licence with competence in driving manual vehicles upon commencement of training
- Hold a First Aid Certificate (HLTAID011 Provide First Aid) valid for six months upon commencement
- Be of good character, with strong communication and organisation skills
- Demonstrate skills and ability to work in a cross cultural environment.

If applying for a position in Tennant Creek at the Barkly Work Camp, you must hold a light rigid licence before commencement.

Salary

Experienced Correctional Officers enjoy a range of great benefits including but not limited to:

- Flexible working conditions. Correctional facilities operate on a 24 hour roster system, seven days a week
- Minimum six and maximum seven weeks recreation leave annually*
- A generous salary, including allowances:
 - » Applicants holding a Certificate III in Correctional Practice salary range is \$69 074 - \$75 784, plus 40% consolidated allowance, plus 11.5% superannuation (\$107 825 - \$118 299 remuneration package)
 - » Applicants holding a Certificate IV in Correctional Practice commencement salary is \$75 784 plus 40% consolidated allowance, plus 11.5% superannuation. (\$118 299 remuneration package)
- Applicants may apply to negotiate commencement salary during the recruitment process
- Opportunities for promotion and career development
- Supplied uniforms
- Wellness Allowance*

* *Terms and conditions apply*

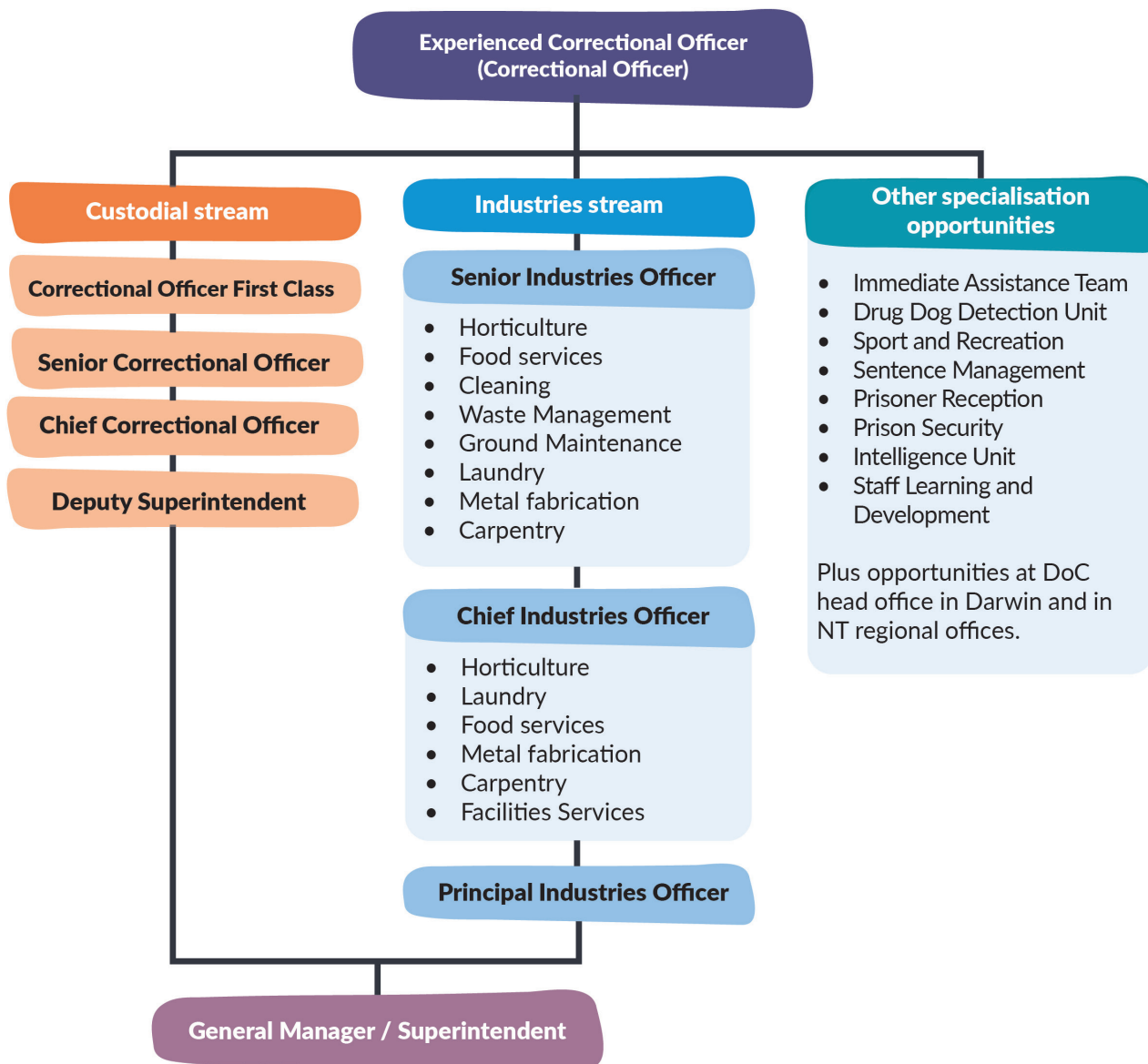
Training (fast-tracking)

Upon commencement, Experienced Correctional Officers undertake an intensive two week on-the-job induction to familiarise themselves with the Northern Territory legislation and work practices, as well as 1 week shadowing within the Correctional Centre:

This is commonly referred to as fast-tracking.

Career paths

Upon commencement, Experienced Correctional Officers undertake an intensive two week on-the-job induction to familiarise themselves with the Northern Territory legislation and work practices. The Department of Corrections offers diverse career pathway opportunities.



Prison Industries

Use your previous experience in trades to help offenders improve their work skills.

An industry officer is tasked with supervising and training prisoners in a prison's commercial and service industries. Our commercial industries manufacture a wide variety of products, including rural gates and panels, timber furniture, custom merchandise and car number plates; while our service industries offer work in general maintenance, kitchen, horticulture and laundry.

The overall objective of Prison Industries is to provide training and employment opportunities to prisoners, helping them learn new skills and good working habits to enhance their job prospects upon release.

Conditions of employment

Smoke free policy

All DoC premises are completely smoke free, including e-cigarettes and personal vaporisers. Employees are not permitted to smoke anywhere on premises or in vehicles. DoC is making the Territory's correctional facilities healthier and safer places to work, this means no cigarette breaks for the duration of a shift.

Drug and alcohol testing

All DoC employees are subject to random drug and alcohol testing.

Dress code

Please refer to the DoC Dress Manual for further information.

Selection process

There are several stages in the selection process.

All correspondence during this process will be from the Bulk Recruitment Officer via email NTCS.recruitment@nt.gov.au unless otherwise advised.

Stage 1 – Apply

As opportunities become available, positions are advertised on the NTG jobs website (nt.gov.au/jobs).

You must submit:

- cover letter
- detailed resume showing a minimum of five years' work experience including the contact details of three work-related referees
- copy of your Cert III in Correctional Practice.

These must be provided before your application can be progressed.

Stage 2 – Referee check

The selection panel will contact referees so you should discuss your application with your nominated referees before we contact them. One referee should be your current supervisor. We will ask your referee to verify claims you have made in your cover letter and resume. The panel may also seek non-nominated referees.





Stage 3 – Online testing

If you progress from the referee check stage, we will invite you to complete online abilities testing and psychometric profiling.

You will be given three days in which to complete this profiling. You will also be provided with a pre-employment questionnaire to be completed and returned within given time frame.

Stage 4 – Panel interviews

If you progress from the online testing, we will invite you to attend a panel interview. The panel will comprise at least three interviewers from senior management within Custodial Operations and a representative of the DoC Recruitment Team.

Stage 5 – Pre-employment medical assessment

If you progress from the panel interview, the next step is to coordinate your pre-employment medical assessment.

Stage 6 – Final selection

All successful applicants will be advised of the outcome of their application with a starting date or confirmation you have been added to the Correctional Officer register awaiting a course date. Those who have been unsuccessful will be notified by email. DoC does not provide feedback.

Inclusion on the register is not an offer of employment. When we identify a need for additional Correctional Officers, DoC will prioritise selection from the people on the register.

Successful applicants remain on the register until:

- They are selected for commencement and accept a position
- For a period of 12 months from the closing of advertising
- They request in writing to be removed from the register
- Their criminal history report reveals an offence which is deemed to impact on their employment as a Correctional Officer
- Their status changes, for example medical, criminal, and they are no longer deemed eligible for employment as a Correctional Officer.

Stage 7 – Suitability and background checks

If offered a position you must provide proof you have completed your first aid certificate with a minimum of 6 months before expiration and that you have a Northern Territory driver's licence.

If you are appointed as an Experienced Correctional Officer you will then be awarded ongoing employment. Six months' probation applies from the time of commencement. There may be occasions where a fixed term contract may be the only position available.

Given the nature of this role you will be required to complete a criminal history check confirmed with a finger print. A positive criminal history check will not necessarily exclude you from the process. However, you must make full disclosure of all criminal convictions including any traffic and driving infringements, spent convictions or juvenile offences.

We may terminate or cancel your appointment if you fail to disclose your criminal history. It may be useful to include the circumstances surrounding any disclosure you make in the section provided in the pre-employment questionnaire and any other associated paperwork because this will assist us to make a fully informed and fair decision.

Factors considered in the assessment include:

- Nature of the offence
- Scope of an individual's criminal history
- Period of time that has elapsed since the offence took place
- Age at which the offence was committed - juvenile or adult
- Type and severity of any penalties and punishment imposed and whether you successfully completed the court order
- Evidence of an extended criminal history
- Whether the offence is still a crime
- Mitigating or extenuating circumstances in relation to the offence
- General character since the offence was committed
- Degree of rehabilitation (We may obtain further information with your consent)
- Other factors that may be relevant for consideration such as the level of risk to DoC.



Frequently asked questions

How many positions are you recruiting and when do the positions start?

Recruitment is ongoing. If you are a suitable applicant you may either be offered a commencement date or be placed on a register for up to 12 months from the close of advertising.

We run fast track courses as required by the Correctional Centres.

I don't hold a Northern Territory driver's licence. Can I still apply?

Yes. However, you must hold a full Northern Territory driver's licence with competence in driving manual vehicles upon commencement of training. Applicants for Tennant Creek must hold a light rigid licence prior to commencing.

What if I have a criminal history record?

A positive criminal history check will not necessarily exclude you from the process. It is important to fully disclose in pre-employment questionnaires and to the panel any incidents to assist them to determine the relevance to the role. Integrity is something we value in our employees as such we look for you to demonstrate this in the declaration of all relevant information. Non-disclosure may in itself preclude you from a position or offer of employment with DoC.

I don't hold a first aid certificate. Can I still apply?

Yes, but you must hold a first aid certificate, which is valid for at least six months, by the time you commence training. If you do not hold a first aid certificate you must provide proof of enrolment in the relevant courses once you progress to the interview stage. The course code required is HLTAID011 Provide First Aid.

If I apply and I'm unsuccessful can I try again?

Yes. You can apply again after 6 months in the next recruitment campaign. You must submit a new application for each time because requirements, policies or procedures may change.

What are the shift patterns?

Darwin and Alice Springs Correctional Officers work a combination of 12 and eight hour shifts day, night and weekends. You will be required to work a roster which includes a combination of these shifts. We are a 24/7, 365 day operation and your shifts will reflect this.

I'm an NT Government employee. Can I transfer entitlements?

Yes. If you are a Northern Territory Public Sector employee, you can transfer your entitlements.



Living in the Northern Territory

The Northern Territory spans from the lush, tropical Top End to the arid and spectacular Central Australia. Approximately 1500 km lie between the Territory's two major centres, Darwin and Alice Springs – and there is plenty to see in between. Darwin is closer to South East Asia than to many other Australian capital cities.

The culturally diverse Northern Territory population is about 250 000 people with more than 100 different nationalities.

With a rapidly growing economy, industries and major developments, the Territory is an exciting, prosperous and vibrant place to call home.

If other members of your family are also seeking work here, the Territory is generally an easier place to find work in comparison with some other parts of Australia. Visit careers.nt.gov.au to search for positions vacant in the NT public service, but of course there are plenty of private sector opportunities out there too.

In the Top End there are two distinct seasons – the Dry, from May to October, and the Wet, from November to April. Central Australia has a hot desert climate with dry summers and cold winters.



No matter what the weather, the Territory offers residents an enviable lifestyle, with quality health, education, sporting and entertainment facilities.

The Territory is a great place to be for outdoors enthusiasts, and people come from all around Australia to enjoy our fantastic fishing, camping, bush walking and sightseeing. Darwin's proximity to Asia makes the Top End a great base for overseas travel.

The Territory has an entertaining schedule of major events throughout the year, including major horse racing events in Darwin and Alice Springs, the V8 Super Cars in Darwin, the Darwin Festival and other cultural festivals around the Territory, the Finke Desert Race, the Alice Springs Masters Games and the regular Mindil Beach Markets in Darwin.

Visit theterritory.com.au for extensive information about living and working in the NT. To find out more about the range of things to see and do in the NT, visit northernterritory.com



correctionscareers.nt.gov.au

NTCS.recruitment@nt.gov.au

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